

2007-2008 CAP Application Packet Questions and Answers

Posted 1/5/07 – Final

Deadline for application submittal will be Friday, January 12, 2007 @ 5:00 p.m.

No applications will be accepted after this deadline!

Q. Is it true that there is an extended deadline?

A. No, the deadline is as stated in the application; Friday, January 12, 2007.

Q. Does the application need to be submitted in English?

A. No.

Q. How many CAP cycles are in 1 year?

A. One (1) cycle per year.

Q. With respect to eligibility for website fees and post office box rentals, how is the two years max measured? In the past, these fees were only eligible for the first 2 years of an association's existence. However, if an older association never had those fees in their first 2 years and wishes to start a website or get a PO box rental, can they now request that in CAP 21 funding?....

A. Yes, if you have not previously received funds for an association website or the rental of a P.O. Box, you are eligible to apply for these funds in Cycle 21.

Q. What is the process to submit a contractor to the park & rec department to determine their eligibility to work on CAP Grant-related work?

A. Approval of a contractor is not necessary prior to submitting a CAP application.

After notification of funding the neighborhood association must submit in writing a request for approval of an outside contractor. Request must detail the following

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1. Name and address of the contractor
2. Affidavit that the contractor is not a member of the community served by your association. This includes contractors who reside in your community as well as contractors whose businesses are located in your community.
3. A written agreement or contract between the grantee and the hired contractor, specifically stating the scope of work to be performed, the amount to be paid to the contractor, the timeline for delivery of services, and the fact that no employer/employee relationship is being created or implied. Contractor will be required to provide an affidavit that he/she is not a resident of the neighborhood and that his/her business is not located in the neighborhood.

Posted 12/19/06

(Questions from workshop held December 16, 2007 at Capitol Park Community Center)

- Q.** Grant amount received is less than amount requested. Why?
- A.** All CAP Grant funding recommendations are decided by the CAP Committee. The Committee determines funding for each applicant separately based on criteria outlined in the CAP Application as well as available funds for allocation.
- Q.** Can you submit a grant request for more than \$15,000?
- A.** No.
- Q.** Is insurance required for volunteers? If so, what type of insurance?
- A.** Not specifically, however there are some events where it may be advisable to have insurance.
- Q.** What “Notice of San Jose Funding” is being referred to on PowerPoint presentation?
- A.** All publications created for the CAP Grant funded project must include a statement acknowledging that the program was funded through the City of San Jose. This includes flyers, brochures, newsletters and web pages. (Refer to CAP Application, Cycle 21, page 13.)
- Q.** Does an extension jeopardize getting funding for next cycle?

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- A.** Yes, Applicants with outstanding or incomplete CAP grants from cycles 19 and older are ineligible to apply for Cycle 21. (Refer to CAP Application, Cycle 21, page 7.)
- Q.** Will an application be considered even though the current grant is not complete?
- A.** Applicants with funded CAP grants in cycle 20 are eligible to apply; however, disbursement of any funding in Cycle 21 will be contingent upon acceptance of the final grant report for cycle 20. Any exceptions must be approved by PRNS Director or director's designee on a case by case basis. (Refer to CAP Application, Cycle 21, page 8.)
- Q.** If the mid-year report is submitted a week late will it impact future grants or current grant?
- A.** Grantees must complete a Mid Year Grant Status Report. The report will cover the first six months of the grant, from May 2007 through October 2007 and will be due no later than November 30, 2007. Non-completion of this requirement may impact eligibility for future CAP funding. (Refer to CAP Application, Cycle 21, page 12.)
- Q.** How will donated contractor services affect "conflict of interest" regarding the hiring of contractors.
- A.** To prevent conflicts of interest, your neighborhood association may not hire any contractor who is a member of the community served by your association. This includes contractors who reside in your community as well as contractors whose businesses are located in your community. (Refer to CAP Application, Cycle 21, page 12.) **Donated contractor services do not affect "conflict of interest" as no CAP grant funds are used to receive the contractors' services.**
- Q.** What is "Certificate of Insurance" (form E)?
- A.** FORM E is "**CERTIFICATION AND ASSURANCES**" ... This form is to assure the applicant understands his/her responsibility to the program they are submitting the request for funding. (Refer to CAP Application, Cycle 21, page 23.)
- Q.** Are we expected to fingerprint all of our volunteers?

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A. No.

The City of San Jose may require applicants to have fingerprinting and background checks, FBI background or equivalent national database background checks acceptable to the city, on participants or volunteers who have supervisory or disciplinary authority over minors. Programs involving services to the frail and elderly may also be required to conduct background checks. (Refer to CAP Application, Cycle 21, page 13.)

Q. Can we have a workshop on how to submit the mid-year report?

A. Workshops for mid-year or final grant reports have not been scheduled at this time. Funded grantees will be notified of any future Cycle 21 workshops. Once funded, check with your CAP contract for assistance with questions related to the mid-year or final grant reports.

Q. Why does PRNS make it so difficult for neighborhood groups to have their events in the park (to many regulations)?

A. Park use regulations are put in place for the safety and security of the general public. Any specific questions are handled by the Special Park Use Office at (408) 277-5435.

Q. Will groups have to go through an appeal process if they do not receive their requested amount?

A. Applicants wishing to appeal the award decision must declare their concerns in writing within 10 business days of date of notification of funding determination. Applicant may submit a written appeal stating items being appealed and the reason why the funding decision should be reconsidered. (Refer to CAP Application, Cycle 21, Application Process and Timeline, page 3.)

Posted 12/15/06

No questions submitted.

Posted 12/08/06

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Q. Will there be any additional workshops offered?

A. Yes, one is being organized, here is the information:

CAP Workshop
Saturday, December 16, 2006
9:00 a.m. - 10:00 a.m.
Capital Park
800 Peter Pan Avenue (corner of Cinderella Avenue)
San Jose, CA 95116
(408) 347-1141

Q. What does “SNI” stand for?

A. SNI stands for Strong Neighborhoods Initiative. For more information on the City of San José SNI, please go to <http://www.strongneighborhoods.org/> .

Q. How are you handling questions during the Holiday Closure?

A. Answers for questions received during the Holiday Closure, December 22, 2006 through January 4, 2007, will be posted on the website on January 5, 2007.

Q. Why are questions handled as an addendum located on the CAP website?

A. Answers to questions are posted through an addendum as this provides equal access to the information for all interested applicants ensuring fairness and equity. Answers are posted on the CAP website:
<http://www.sanjoseca.gov/prns/grants/capgrantinfo.asp> .

Q. Can grant money be used to hire speakers/training for residents?

A. No, limited neighborhood related classes are provided free of charge through the Neighborhood Development Center (NDC) and the Office of Emergency Services. Some costs associated with certain classes may be eligible for funding under the CAP Grant Program (i.e. material costs associated with training for emergency preparedness and/or community information sessions).

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For information, contact the NDC at (408) 723-4114, Office Emergency Services at (408) 277-4595 and/or San José Prepared at (408) 277-4598.

Q. Where can we park for the workshop or while submitting applications?

A. Validated parking is available in the parking garage located under City Hall.

Q. Why is \$15K maximum lower than last year (25K)? Why the reduction?

A. Maximum funding levels are based on the availability of funds allocated each year for the CAP Grant Program and are pre-adjusted in order to ensure maximum number of neighborhoods have opportunities to access these funds.

Q. Where do CAP funds come from?

A. CAP funds are allocated through the City's General Fund. The General Fund is the City's overall fund source, received from various taxes.

Q. Do applicants need to be registered with City in any way?

A. No, however all applicants must be located within the San José city limits.

Q. When do "outstanding" grants need to be closed?

A. Grants from Cycle 19 or older must be closed prior to submitting Cycle 21 application. Applicants with Cycle 20 grants may apply for Cycle 21. However, if funded, funds will not be disbursed prior to closeout of Cycle 20 grants.

Q. Do we need insurance? (National Night Out (NNO), etc.)

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- A.** Insurance is not required to apply for CAP grants. However, it is recommended that neighborhood associations carry Event Insurance for specific events conducted in their neighborhoods.
- Q.** Funds for trainings to outreach parents dropping students off around schools/school buses, crosswalks, etc? “Public Safety”
- A.** Information on training for parents regarding school crossing, pedestrian traffic around schools and other school related trainings may be received from your local school or the City of San José Department of Transportation at (408) 277-4373.
- Q.** Can funds be used for youth field trips? (tickets, buses, food, etc.)
- A.** No.
- Q.** What are Fiscal Agent Fees? (See Fiscal Agent under Eligible Applicants on Page 10)
- A.** A Fiscal Agent may be used if your neighborhood association is new and you do not have a bank account of your own. Some Fiscal Agents may charge a fee for this service. Fiscal Agent fees are not an eligible expense and may not be charged to the CAP grant.
- Q.** What’s the difference in the definition of a “cultural activity” and a “religious activity”?
- A.** Development of answer in process.
- Q.** Does “Volunteer Labor” include my time “behind the scenes”? i.e. Errands or leg-work on behalf of the project?
- A.** Yes.

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Q. What is the Value of Volunteer Labor?

A. Volunteer Labor is currently valued at \$18.05 per hour. This has been revised since the initial release of the application on November 20, 2006 from \$16.00 per hour.

Q. Does our Fiscal Agent need to have non-profit status?

A. No.

Q. By signing the MOU, are the two signatures financially responsible for the use of funds? What does that “really” mean? Explain MOU.

A. An MOU is an agreement between the City of San José and the neighborhood association, for the funds stated, in order to accomplish the activities stated in the agreement. Persons signing the MOU are representatives of the neighborhood association and as office bearers of the neighborhood association; they are responsible for the use of funds received.

Q. What impact does MOU have on new Board?

A. The neighborhood association continues to be responsible for all of the elements of the MOU regardless of the make-up of the Association Board.

Q. What happens to any unused grant funds?

A. All unused grant funds must be returned to the City of San José.

Q. What happens if we don't have receipts?

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A. Expenses without receipts will be considered as “Ineligible”. Funds used for “ineligible” expenses must be returned to the City.

Q. Contractors who donate their time – can this go towards match?

A. Yes.

Q. How to track cash donations?

A. Issue receipts and keep copies of all transactions for cash donations.

Q. Can the cycle dates be moved to a different time of year? (One NOT near the holidays?)

A. This suggestion will be considered for the future CAP Cycles.

Q. Can we view “Samples” of completed applications?

A. You may request copies of past applications for your neighborhood association. All other requests must be made in accordance with the Request for Public Records Act. A request form must be completed and submitted to Debbie Mendez, Secretary, Administrative Services for Parks, Recreation and Neighborhood Services (PRNS) at (408) 793-5597.

Q. Does each separate activity we want funding for need a separate budget?

A. Yes, please note, you may apply for multiple activities under one application.

Q. Can the group submit more than one application?

A. No. Each neighborhood association may submit only one application.

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Posted 12/01/06

- Q.** Why is the application deadline moved all the way up to early January this year? For the last two years, the deadline was the end of February, and in earlier years, the deadline was even later than that. What's changed to cause the deadline to be moved up at least six weeks?
- A.** It allows staff and the neighborhood association(s) time to complete the Memorandum of Understanding (MOU) process and payments prior to the beginning of the grant cycle on May 1st.
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Posted 11/22/06

No questions posted at this time. Next addendum release will be 12/01/06.
